Substance Abuse Prevention and Treatment Block (SAPTBG)
Substance Abuse Prevention Services Information System (SAP-SIS)
Frequently Asked Questions (FAQs)

How Do I report prevention funding that went to a coalition?

There are typically three ways in which SAPTBG recipients provide support to substance abuse (SA) prevention coalitions: 1) staff time to participate as a member of the SA coalition 2) funding to support the general activities of the coalition (e.g. the coalition receives a set amount to support general operations which may include several community initiatives), and 3) funding supports a particular initiative of the coalition (e.g. a family oriented alcohol-free area at a local festival). Each of these would be reported slightly differently. Key reporting elements for each are listed below.

1) *Member(s) of the SAPTBG funded agency participates as a member of a local SA prevention coalition. This may include attending meetings, staffing events, or providing community presentations.*

   Name of Intervention/Program: (required):

Any Old Town Prevention Coalition for Healthy Youth

   *Enter the name of the SA *coalition*

   Primary Type of IOM Intervention: | Universal Indirect ▼ |

   Primary Population Served: | General Population ▼ |
   Note: This would change if the coalition is only targeting a specific population e.g. the Any Old Town Coalition to Prevent Teen Pregnancy.

   Primary Type of Prevention Strategy: | Community-Based Process ▼ |

   Prevention Strategy Activity: | Multi-agency coordination and collaboration/coalition ▼ |

   Participants Race Demographic:
   Enter the estimated demographics for the membership of the coalition. Remember that each SAP-SIS program entry should be based on the entire contract year. So, if a person attends 12 meetings during the year, only one report should be submitted containing the cumulative data for the entire year.

2) *General coalition activities (e.g. the coalition receives a set amount to support general operations which may include several community initiatives).*

   Name of Intervention/Program: (required):

Any Old Town Prevention Coalition for Healthy Youth

   *Enter the name of the SA *coalition*

Primary Type of IOM Intervention: | Universal Indirect ▾ |

Primary Population Served: | General Population ▾ |
Note: This would change if the coalition is only targeting a specific population e.g. the Any Old Town Coalition to Prevent Teen Pregnancy.

Primary Type of Prevention Strategy: | Community-Based Process ▾ |

Prevention Strategy Activity: | Multi-agency coordination and collaboration/coalition ▾ |

Participants Race Demographic:
Enter the estimated demographic information for the coalition's service area, e.g. county, city, or school district population estimates.

3) *Specific coalition project or initiative (e.g. a family oriented alcohol-free area at a local festival with prevention education materials available)*

Name of Intervention/Program: (required):
| Heartland Summer Festival Family Zone |
*Enter the name of the *initiative*

Enter the following information as you would for a program or service coordinated directly out of the SAPTBG funded agency (the Family Zone example is used below):

Primary Type of IOM Intervention: | Universal Direct ▾ |

Primary Population Served: | General Population ▾ |
Note: This would change if the initiative is targeting a specific population.

Primary Type of Prevention Strategy: | Environmental ▾ |

Prevention Strategy Activity: | Other activity ▾ |

| Sponsored a family friendly alochol-free area at the Heartland Summer Festival. Prevention education materials were provided. |
Other, specify:

Participants Race Demographic:
Enter the estimated demographics for the people who participated in the initiative.

Is Screening Brief Intervention and Referral to Treatment (SBIRT) an allowable SAPTBG prevention expenditure?

No. According to the Federal SAPTBG requirements, SBIRT is a treatment service that is reimbursable under Medicaid.

We want to screen students in the high school using the SBIRT model. The majority of these students will not receive referral to treatment. Is the screening considered an allowable prevention expense?

Yes. If this is the case, DHS staff recommends you track the number of students over a three-month period who *only* receive screening or brief intervention. Use this sample to determine the costs of the service for the entire year e.g. Cost of the entire program; $24,000. Percent of students only receiving screening/brief intervention during 3 month sample: 75%. Amount of SAPTBG funding reported into SAP-SIS: $18,000 (i.e. $24,000*.75).

EXAMPLE SAP-SIS Entry:

Name of Intervention/Program: (required):

Screening and Early Intervention

Primary Type of IOM Intervention: | Universal Direct ▼ |

Note: the program fields for a screening and early intervention program will vary depending on the population you are providing the service to. If you are screening all 5th graders, you would select "Universal Direct". If you are only screening individuals with an identified risk factor, then you would choose "Selective".

Primary Type of Prevention Strategy: | Problem Identification and Referral ▼ |

Prevention Strategy Activity: | Other activity ▼ |

Other, specify:

Screening and early intervention services provided to all fifth grade students in the county by trained health educators.

Total Cost for this intervention: | $24,000 |

CARS Profile ID	SAPT Block Grant Amount Expended
570	$18,000

Participants Race Demographic:

Enter the demographic information *only* for individuals who received Screening and Early intervention services throughout the year.

We would like to use our SAPTBG prevention funding for a crisis call-in line. Is this an allowable expense?

Any *prevention services* provided through the crisis call-in line is an acceptable SAPTBG prevention expenditure. Since not all callers to the hotline will receive prevention services, DHS staff recommends you track the number of calls over a three-month period. Keep a log of the nature of each call and the services provided. From this sample, determine the percentage of people who received only prevention services. Use this percentage to determine the amount of SAPTBG prevention funding that can support the program for the year. For example; Annual cost of the crisis line = $10,000. Percent of callers who received prevention services during 3 month sample = 20%. Amount of allowable SAPTBG prevention funding to support the crisis line = $2,000 (i.e. $10,000*.20).

EXAMPLE SAP-SIS Entry:

Total Cost for this intervention: | $10,000 |

CARS Profile ID

SAPT Block Grant
Amount Expended

| 570 |

| $2,000 |

We funded XYZ program, how do we report it?

Each funded strategy should be reported separately. However, like strategies can be grouped together in one report for the year. If the primary population, the IOM, the strategy type, or activity type change, then the program should be entered into a new record.

For example: a SAPTBG funded agency conducted four school assemblies at different school districts within the county for all middle school students over the course of the year. They would report this in one SAP-SIS record as IOM = Universal Direct, Population = General, Strategy = Information Dissemination and Activity = Speaking engagements. The cumulative demographic information for all four assemblies would be entered into the demographic fields. The next year the agency conducted three assemblies at schools and one at a community center with focused services for drop-outs. This year the county would enter two records, one for the speaking engagements provided for the general population in schools and one for the speaking engagements provided to the drop-out population served through the community center.

Our program begins in September and ends in June. How do we report this in SAP-SIS?

Every program should be closed out for each contract year. Counties are on calendar year contracts, Tribes are on federal fiscal year contracts and Regional Prevention Centers are on state fiscal year contracts. For interventions that last longer than a year, or span contract years, agencies should include

data collected during the current contract reporting year only. For example: a county implements a school-based program throughout the 2014-2015 school year. This data from this program will be reported twice. Once for the 2014 contract year (this would include data from September to December of 2014) and again for the 2015 contract year (this would include data from January to June of 2015). If the same program starts up again for the 2015-2016 school year, the 2015 SAP-SIS report for this program would include data from the entire 2015 calendar year.

We purchased prevention curriculum in one contract year, but the services will not be implemented until the next contract year. How do we report participant demographic information for this expense in SAP-SIS?

For curriculum that is purchased in one contract year, that will not be implemented until the following contract year, you do not have to enter participant demographic information. Complete the rest of the SAP-SIS report as you would if you had implemented the program, e.g. you purchased the All Stars prevention curriculum to be implemented with all seventh grade students the following year.

EXAMPLE SAP-SIS Entry:

Name of Intervention/Program: (required):

All Stars

Describe your Intervention/Program in 250 characters or less:

> All Stars is an evidence-based curriculum for students that will be implemented in the spring of 2015 with all 7th grade students in the county.

Primary Type of IOM Intervention: | Universal Direct ▼ |

Primary Population Served: | General Population ▼ |

Primary Type of Prevention Strategy: | Education ▼ |

Prevention Strategy Activity: | Ongoing classroom and/or small group sessions ▼ |

When reporting on the amount of funds expended, list the amount paid for the curriculum and/or supplies related to the program.

Participants Race Demographic:
Leave blank to indicate that you have not yet served any participants with this program.

We paid for staff to attend a prevention training/conference/workshop/TOT. How do we reflect this expense in SAP-SIS?

Enter information related to this expense as one record for the entire contract year. The participant demographic section of the SAP-SIS report should reflect the demographic information for those individuals that received training with SAPTBG funds. For example, you paid for two staff to attend the annual prevention trainings and one school district staff member to receive DITEP training. These expenses would all be included in one record using the programmatic information sample below.

EXAMPLE SAP-SIS Entry:

Name of Intervention/Program: (required):

Workforce Development

Describe your Intervention/Program in 250 characters or less:

We sent 2 prevention staff to the Annual Prevention training and 1 school district staff member to a two day DITEP training.

Primary Type of IOM Intervention: | Universal Indirect ▼ |

Primary Population Served: | General Population ▼ |

Primary Type of Prevention Strategy: | Community-Based Process ▼ |

Prevention Strategy Activity:
| Community and volunteer training ▼ |

Participants Race Demographic: Enter the demographic information for the individuals who received the training. In this example, three individuals received SA prevention related training in the contract year, so the demographic section would include three individuals.